

ATTENDANCE POLICY

**WOLLONGONG HIGH SCHOOL OF THE
PERFORMING ARTS**

Overview

Wollongong High School of the Performing Arts aims to provide quality learning and teaching opportunities that are personalised, differentiated, evidenced based and promote ongoing and rigorous improvement. The school offers a fully integrated academic and arts curriculum that focuses on excellence, providing quality teaching and learning. The school aims to develop confident, empowered life-long learners who have a passion for, and value learning. The school also aims to develop students who value their community and believe in their ability to positively influence their world. To this end the school has established strategies and practices to encourage positive student behaviour, recognise and reinforce student achievement and wellbeing, and manage disruptive student behaviour along the Care Continuum. The school cultivates holistic wellbeing through the core values of Safety, Tolerance, Achievement and Respect which provide the basis for a dynamic and caring school.

Regular attendance at school is essential to support students to maximise their potential. Section 22 of the Education Act (1990) states that it is the duty of the parent of a child to ensure their child attends school. Schools, in partnership with parents/caregivers, are responsible for encouraging and maintaining regular attendance of students. Regular attendance and punctuality are important characteristics of successful students. Being on time and prepared to learn gives everyone the best chance of success in the classroom. It is important that students, staff and parents/caregivers have a shared understanding of the importance of attending school.

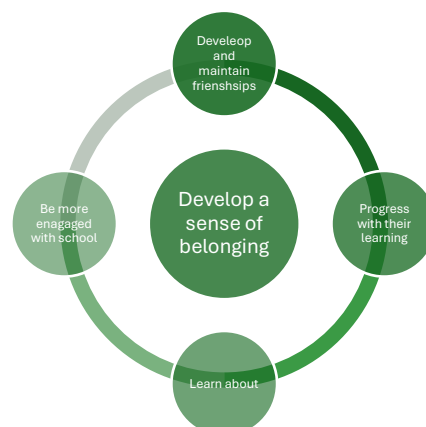
The policies and procedures in this document are devised in alignment with the NSW Department of Education Policies which can be accessed by the following links:

School Attendance Policy School Attendance (nsw.gov.au)

Student Attendance in Government Schools – Procedures Student Attendance in Government Schools Procedures (nsw.gov.au) Enrolment of Students in NSW Government Schools Enrolment of

Students in NSW Government Schools General Enrolment Procedures General Enrolment Procedures (nsw.gov.au) Student Welfare Policy Student Welfare (nsw.gov.au)

Every day counts, as regular attendance helps students to:



Responsibilities

Supporting positive school attendance is a shared responsibility – **everyone has a role.**

Students

- Attend every class, on time, every day, ready to learn
- Adhere to misadventure procedures as relevant. These procedures are outlined in Student Assessment Schedules
- Yr 11/12 students must adhere to Flexible Leave Pass arrangements or risk having their pass revoked
- Submit early leave requests to Student Central before school. Notes must be signed and dated by the parent/carer.

Parents/Carers

- Ensure your child attends school on every school day and arrives on time.
- On occasion, your child may need to be absent from school. Justified reasons for student absences may include:
 - Being sick, or having an infectious disease
 - Having an unavoidable medical appointment
 - Being required to attend a recognised religious holiday
 - Exceptional or urgent family circumstance (e.g. attending a funeral)
- Provide a satisfactory written or verbal explanation for the absence within 7 days (from the first day of absence). Lateness is recorded as a partial absence and must also be explained by a parent/carer.
- Contact the school in advance if an absence is anticipated to be for more than 5 days.
 - Travel is encouraged during school holidays. If travel during the school term is necessary, contact the front office. An Application for Extended Leave may need to be completed.
- Contact the school if you are having difficulty getting your child to attend school so that supports can be arranged

Communication

Parents/carers can communicate about their child's absence in the following ways:



- a hand-written note submitted to the attendance officer at Student Central
- reply to the absence SMS
- an email or phone call to the front office (the front office staff may refer parents/carers to speak with a Deputy Principal or Year Adviser as appropriate to the circumstances)

Parents/carers can also monitor their child's attendance via the Millennium portal.

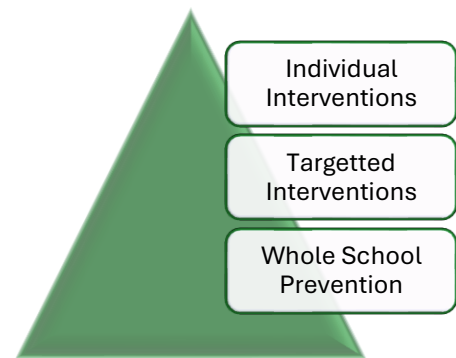
School Staff

- Classroom teachers monitor students' attendance daily by recording attendance every lesson on Millennium.
- Notify parent/carers of any unexplained absence for the day via text message.
- Adhere to the WHSPA Behaviour Support and Management Plan in addressing truancy and lateness.
- Notify parents and carers if there are more than 3 consecutive days absence with no explanation.
- Attendance concerns addressed in line with WHSPA Student Behaviour Management & Support Policy
- Discuss individual attendance with students and parent/carers and offer support to parents and students when school attendance has become a problem.

Attendance Strategies

This tiered approach supports attendance by:

- Fostering regular attendance by establishing a positive and welcoming school culture for all students.
- Addressing attendance concerns by identifying and providing targeted strategies for students or cohorts needing more support.
- Re-engaging students with learning by providing tailored interventions for students with significant support needs.



Whole School Prevention

WHSPA is committed to creating a welcoming and inclusive environment for all students to attend school and participate in learning.

Student attendance is promoted and supported by all staff through:

- Differentiated teaching strategies to create an engaging, positive learning environment.
- Consistent and accurate roll marking via Millennium and follow up absences.
- Promoting the importance and benefits of regular attendance with the school community.
- Early intervention is identified and actioned.
- Developing positive teacher-student relationships: "know your students".
- Encouraging students to develop high expectations by promoting personal goal setting.

- Parent Portal on Millennium: clearly communicating students' pattern of attendance including lateness, partial absences, explained and unexplained absences.
- Restorative approaches that focus on building, maintaining and restoring positive relationships with other students.
- Child Protection requirements are adhered to by all, for any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student.



Targeted Interventions

WHSPA engages with the community to address barriers to attendance and improve student engagement through:

- Promptly following up unexplained absences.
- Working collaboratively with students and parent/carers to understand the underlying factors contributing to non-attendance and planning supportive strategies.
- Year and stage-based interventions to promote the importance and benefits of regular attendance.
- Executive, wellbeing, and learning and support teams regularly review and monitor attendance reports for patterns or students at risk of chronic absence.



Individual Interventions

Additional support is provided to re-engage individual students with significant barriers or complex needs that impact on their attendance. This is fostered through:

- Continuing to work collaboratively with the student and parent/carers to understand the underlying factors contributing to non-attendance and planning supportive strategies.
- Referral to external support services for additional interventions including counselling, tailored strategies and programs.
- Referral to Home School Liaison Officer for case management.
- Negotiated learning goals with clear and consistent expectations.
- One on one support including Learning and Support (LST), Student Support Officer (SSO) Counselling and mentoring

School Attendance Support Plan

Student Name:

Date:

Barriers/Blockers

What things make it difficult to attend school?

Strategies

What things can be done at home and school to overcome the barriers?

Responsibilities

Whose responsibility is it to put the strategy into place?



Prepared: 2025

Review Date: 2026